

Memorandum

To: All Managers

From: Manager, Information Resources Services

Subject: Reclamation Year 2000 Applications

The Year 2000 (Y2K) issue could have traumatic effects on our business. Computer applications containing non Y2K compliant code and data will fail and cause a complete stop to all functions associated with the application. It is essential to obtain an initial, accurate understanding of the magnitude of the Reclamation's problem. To scope the extent of our problem, we must first obtain a precise **inventory** of those applications having at least a potential Y2K problem, and the potential for those applications to exist after December 31, 1998.

Attached is a guideline to help identify those computer applications with a Y2K problem. Certain computer applications can be excluded being Y2K compliant if they meet one or more of the following criteria:

- Applications developed using a 1995 or later, versions of an RDBMS or DBMS software, e.g., Oracle version 6.1 or higher, Ingres 6.4 or higher, PC-BASED databases such as Microsoft Access, FoxPro 3.0, or the later versions of electronic spreadsheet software common on many Reclamation LAN servers, e.g., Excel - latest version, Lotus 1-2-3 version 5.0 or later, Quattro Pro - version 6.0 or later.
- Applications using only word processing software such as WordPerfect are usually independent of date processes. WordPerfect 6.1 and Microsoft Word 6.0 and later versions are Y2K compliant in those areas utilizing dates, such as those found in macros and table calculations.
- Applications which will definitely be replaced or terminated before December 31, 1998.

Please take the steps necessary to complete an inventory of applications with a potential Y2K issue. The enclosed are tools which may be used to assist in the inventory. Inventory results should be sent to the Reclamation Y2K coordinator, Kent N. Rosenlof, D-7110, and your local office Y2K coordinator by October 31, 1996. The deadline is necessary to scope the magnitude of Reclamation's Y2K problem, and to begin necessary budgeting and planning. Mr. Rosenlof can be reached at (303) 236-9335, ext 613, E-mail to krosenlof from Reclamations' GroupWise, or krosenlof@do.usbr.gov from other electronic mail servers.